



Chapter 3: Applying for Policy/Planning & Land Improvement Grants

A. POLICY/PLANNING & LAND IMPROVEMENT GRANT GENERAL INFORMATION

Grant Award Levels. There are no minimum or maximum levels of funding for individual grants. A **maximum of ten percent of annual CFCP funding** may be available for policy/planning and land improvement grants combined.

Matching Contributions. Each application for a policy/planning or land improvement grant pursuant to the CFCP shall contain **a matching component of not less than 5 percent of the value of the grant** (Public Resources Code Section 10233). Matching contributions may include in-kind services. Grant applications will be evaluated, in part, based on the amount of matching funds and in-kind services provided. Matching funds may be provided directly by the applicant, or from other funding sources (e.g., other grant funds, local government contributions, etc.).

Partnership Agreements. The California Farmland Conservancy Program encourages project applicants to develop partnership agreements with interested parties that are capable of pooling available resources to implement the project. Additional priority may be given to those proposed projects that are developed in conjunction with such partners.

Selection Criteria. Applications will be evaluated according to the extent to which they satisfy the questions in the Project Justification on page 3-3. Land Improvement grant applications are also evaluated according to the criteria listed on page 1-3 and 1-4. Consideration will also be given to the amount of matching funds and in-kind services (Public Resources Code Section 10252(j)).

CFCP Website Resources

The CFCP website, www.conservation.ca.gov/dlrp/cfcpl, provides a number of forms and sample documents in PDF and/or Microsoft Word 97 format. Documents available for download include:

- CFCP standard grant agreement
- CFCP model conservation easement

Application components:

- Application checklist
- Application cover sheet
- Implementation Schedule
- Budget Page
- Sample local government resolution of support



B: POLICY/PLANNING & LAND IMPROVEMENT GRANT APPLICATIONS: What to Submit

Policy/planning and land improvement grant applications include the following elements:

1. CFCP Grant Application Checklist (see page 4-3)
2. CFCP Grant Application Cover Sheet (see page 4-4)
3. Executive Summary
4. Project Description
5. Project Justification
6. Project Implementation Schedule (see also page 4-5)
7. Project Budget (see page 3-5)
8. Location map (regional and site specific, if applicable)
9. Letters of support from any cooperating entities
10. Letter of support from landowner for Land Improvement grant applications
11. Additional documents from nonprofit organization applicants (see page 4-2)

Items 3 through 7 are described below.

Executive Summary

This section should provide a brief but thorough description of the proposed project and its scope. Define the problem to be addressed, state the specific objectives of the proposed project, describe the approach that will be used, and define the criteria to be used to evaluate the project's success. Explain who will benefit from the project, and in what specific ways. The Executive Summary should not exceed **one page** in length.

Project Description

This section should be used to explain the project in greater detail. Provide a clear, concise, and complete statement for each specific objective your project proposes to address. Where appropriate, the objectives should be quantifiable (e.g., number of workshops offered, linear feet of streambank stabilized). Describe the activities and/or tasks that will address each of the objectives. Please describe methods and procedures in sufficient detail to provide an understanding of how each task will be conducted. Where relevant, include maps showing the project location and the area to benefit from the project.

The project description component should be no more than **three pages** (exclusive of maps). Particularly for projects of a technical nature, it is essential that the description be clear and easily understood by a broad audience.

Project Justification

This section should be used to explain benefits of the proposed project, supporting local government policies and actions, and the applicant's capabilities that are relevant to the goals of the CFCP. This section should not exceed **four pages**. Please answer the following questions, maintaining the lettering format below:

- a. Is there coordination among affected landowners, local governments, and nonprofit organizations concerning this proposed project as well as other local agricultural land conservation activities?
- b. Will the proposed project support long-term agricultural production in the region? How do the measurable project objectives contribute to long-term private stewardship and continued agricultural production in the region?
- c. Are there any innovative agricultural land conservation approaches that would be utilized in this project that might have application to other regions of the state?
- d. How do the general plan and related land use policies¹ of the affected city or county support a long-term commitment to agricultural land conservation in general, and this proposal specifically? **Include supporting documentation.**
- e. Are there additional natural resource considerations associated with this proposal, including such issues as open space preservation, wetland protection, or wildlife habitat conservation?
- f. What are the fiscal and technical capabilities of the applicant to carry out this project? (Technical capability may be demonstrated by agricultural land conservation expertise on the governing board or staff of the applicant, or through partnership with an organization that has that expertise.)
- g. Without funding, is the need for this work likely to go unfilled for an extended time?
- h. Will this project result in a tangible and physical product upon completion?
- i. Does this proposal support efforts that will have a direct impact upon agricultural land conservation?

Land improvement project applications should also address the following:

- j. What is the quality of the agricultural land based upon soil survey, Farmland Mapping and Monitoring Program, or other measures? Are there soil, climate, wildlife habitat, or vegetative factors that are particularly significant for this property? (FMMP maps are available for viewing via FMMP's website: www.consrv.ca.gov/dlrp/fmmp)
- k. Is the proposed project currently within a Williamson Act Agricultural Preserve?

¹ Including: Policies of the local agency formation commission; California Environmental Quality Act policies and procedures; the existence of active local agricultural land conservancies or trusts; the use of an effective right-to-farm ordinance; applied strategies for the economic support and enhancement of agricultural enterprise (e.g., water policies, public education, marketing support, and consumer recreational incentives); and other relevant policies and programs. (Public Resources Code Section 10252(c)).

- l. Where is the proposed project in relation to a city's established Sphere of Influence?
- m. Will the improvement enhance the agricultural value of the land protected by the easement, and promote its long-term sustainable agricultural use (such as water supply development and revegetation of eroding stream banks)?
- n. Will the improvement increase the compatibility of agricultural operations with sensitive natural areas?
- o. Will the improvement demonstrate new and innovative best management practices which have the potential for wide application?
- p. Does the proposed improvement include the financial and technical involvement of other agencies, such as resource conservation districts, the Wildlife Conservation Board, the United States Consolidated Farm Services Agency, or the United States Natural Resources Conservation Service?
- q. Is the improvement part of a coordinated watershed management plan or the equivalent?

Project Implementation Schedule

Outline the activities and/or tasks that will address the objectives of the project. Describe interim and final products or milestones for each task. Performance will be judged on these outputs. Using the Implementation Schedule form (page 4-5), prepare timelines for implementation and completion of the project tasks. Be sure to allocate sufficient time and include any crucial start or completion dates.

Project Budget

This section should identify the total estimated project cost, *using the budget table format provided* (page 3-6). The total estimated cost should be broken down to clearly delineate funds being requested from the CFCP, commitments of funding from all other sources (both proposed and actual, with documentation of actual commitments provided), as well as contributions in the form of in-kind matches on the part of the applicant.



Subcontractors already identified by the applicant should be listed in the proposed budget, along with the subcontractors' rates. Subcontractors added or identified after the grant application is approved must be selected through a documented competitive bid process. Subcontractors may include *printers, facilitators, appraisers, etc.* See page 5-2 for more information.

See the table below for costs eligible and ineligible for CFCP funding. Any costs for hourly work must be comparable to equivalent state employee costs (contact CFCP staff for further information).



Eligible Costs for Policy/Planning & Land Improvement Projects include, but are not necessarily limited to:	Ineligible Costs include, but are not necessarily limited to:
<ol style="list-style-type: none"> 1. Project materials, equipment rental or leasing² 2. Project labor and consulting services (consultant services must be approved in the grant agreement) 3. Direct administrative costs of the project itself 	<ol style="list-style-type: none"> 1. Indirect overhead costs 2. Ceremonial expenses (including food or refreshments) 3. Expenses for publicity 4. Bonus payments of any kind 5. Interest expenses 6. Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise 7. Services, materials, or equipment obtained under any other state program 8. Real estate brokerage fees and/or expenses

² Equipment may be purchased, but its residual market value must be credited back to the grant project costs upon completion of the project.

Budget Itemization: Policy/Planning & Improvement Grants

(also available at www.conservation.ca.gov/dlrp/cfcp)

	CFCP REQUEST (\$)	OTHER FUNDING (\$)	TOTAL FUNDING (\$)
A. Personnel <i>(list position and ____hours @ ____/hour)</i>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
B. Operating Expenses <i>(itemize/explain)</i>			
Travel	_____	_____	_____
Materials & Supplies	_____	_____	_____
Other	_____	_____	_____
C. Miscellaneous			
Professional/Consultants_____	_____	_____	_____
<i>(identify rates, consultants if known, and their roles)</i>			
Other	_____	_____	_____
<hr/>			
TOTALS	_____	_____	_____

(Matching funds = _____% of grant request)*

Additional explanations:

**Match funding must be equal to or greater than 5% of the value of the grant (Public Resources Code Section 10233), and may include in-kind services.*



Chapter 4: Grant Application Submission

How and When to Apply: Applications for grants are accepted and reviewed on an *on-going basis*.

Applicants may submit multiple CFCP grant proposals. Each project proposal must be submitted in a **separate** application, which is distinct and can be reviewed independently of any other application. Acquisition projects are considered separate if properties are not held by the same landowner(s). An applicant may include multiple landowners only if the properties are within a specific, contiguous planning unit, and individual easement values are assigned for each stand-alone property. Policy/Planning, Land Improvement, and Acquisition grant applications must be submitted separately from one another.

Use the **Application Checklist** (page 4-3) to ensure that all necessary materials are included and to facilitate a prompt application review.

Five copies of the application should be mailed to the following address:

California Farmland Conservancy Program
California Department of Conservation - DLRP
801 K Street, MS 13-71
Sacramento, CA 95814

Neither e-mail nor facsimile copies will be accepted.

Written **questions** regarding any aspect of the application procedure should be directed to the above address. Telephone or e-mail inquiries are also welcome: (916) 324-0850 or cfcpc@consrv.ca.gov.

Site Reviews

Easement acquisition and land improvement grant application review may include a site visit by a CFCP staff member. Grant applicants may be asked to make arrangements for a tour of the property, which must be attended by a representative of the applicant and by the property owner.

Response Time

The Department seeks to provide funding decisions within 90 days of receipt of a **complete application**. However, complexities associated with some applications may require additional review time and submission of additional documents.

NOTE: If a more immediate funding decision is required, please indicate the nature of the urgency in a memorandum to accompany the application. The Department will attempt to accommodate such requests to the extent possible.

Nonprofit Organization Applicants

To be eligible to apply for CFCP funds, nonprofit organizations must hold a tax exemption as defined under Section 501(c)3 of the Internal Revenue Code, and further qualify under Internal Revenue Code Sections 170(b)(1)(A)(vi) or 170(h)(3) (Public Resources Code Section 10221).

In addition to the basic application documents, eligible nonprofit organization applicants must provide the following with any application:

- a copy of the organization's 501(c)3 nonprofit status from the IRS.
- a copy of the organization's Articles of Incorporation and By Laws which include among the principal charitable or public purposes of the nonprofit organization:
 - a. a clear statement describing the organization's goals and purposes including the public interests to be served,
 - b. the beneficiaries of its programs, and
 - c. a statement describing the organization's commitment to conservation of agricultural land resources.
- a statement from the organization's Board of Directors that certifies funding from the California Farmland Conservancy Program for the proposed project will not present a conflict of interest for the Board or any of its members. (For further information, land trust applicants are encouraged to consider the Land Trust Alliance sample conflict of interest policies.)



CFCP GRANT APPLICATION COMPONENT CHECKLIST

(also available at www.conservation.ca.gov/dlrp/cfcp)

A complete grant application should include **five copies** of all application materials. See instructions for specific instructions for each component.

ALL GRANT APPLICATIONS MUST INCLUDE THE FOLLOWING:

	Completed Grant Application Component Checklist (page 4-3)
	Completed Grant Application Cover Sheet (see form page 4-4)
	Executive Summary (1 page maximum)
	Project location map (regional and site specific) where applicable
	Project Budget (form page 2-10 for easement applications, or 3-6 for policy/planning applications)
	Project Implementation Schedule (see form page 4-5)
	Relevant Portions of General Plan: Documentation of local government goals, objectives, policies, and implementation measures that support a long-term commitment to agriculture and agricultural land conservation (<i>see p. 2-5 (h), 2-8, and 3-3(d)</i>).
	Letters of support from any cooperating entities

Acquisition grant applications must additionally include:

	Easement Summary Sheet (see page 2-9)
	Project Specification (6 page maximum)
	Project Monitoring Plan (2 page maximum)
	Documentation of Public/Neighboring Landowner Notification (see page 2-8)
	Preliminary Title Report (page 2-2)
	Easement/Property Appraisal (page 2-2)
	An agricultural conservation easement/land acquisition map that shows the exterior boundaries of subject parcel(s) and the parcel number(s), as well as proximity to closest Spheres of Influence
	Aerial photographs of properties larger than 640 acres, or which contain diverse terrain
	Public Notice Documentation (see page 2-8)
	A resolution from the government jurisdiction in which the project is located endorsing the project and the application for grant funds (see example page 2-11)
	A letter from the property owner stating support for the application & any completed purchase-sale agreement

Policy/Planning or Land Improvement grant applications must additionally include:

	Project Description (3 page maximum)
	Project Justification (4 page maximum)
	Landowner Letter of Support (for Land Improvement projects only)

A Nonprofit organization must include:

	A copy of its nonprofit IRS 501(c)3 status
	A copy of its Articles of Incorporation
	A copy of its By laws
	A certification from the Board of Directors stating that no conflict of interest, or appearance of a conflict of interest exists for any of the board members or staff in connection with the proposed project

CALIFORNIA FARMLAND CONSERVANCY PROGRAM

(also available at www.conservation.ca.gov/dlrp/cfcf)

Grant Application Cover Sheet

Name of Organization/Unit of Government _____

Federal Employer I.D. Number _____

Mailing Address: _____

Contact Person _____ Telephone () _____

Title _____ Fax () _____

E-mail _____

Project Title: _____

Grant Request Amount \$ _____ Total Estimated Project Cost \$ _____

Matching Funds Pending \$ _____ Matching Funds Committed \$ _____

Project Location (county and nearest city): _____

Type of Grant Request:

_____ Agricultural Conservation Easement

Senate District # _____

_____ Fee Title Acquisition

Assembly District # _____

_____ Land Improvement

_____ Policy/Planning

Implementation Schedule

(also available at www.conservation.ca.gov/dlrp/cfcp)

Project Title:

Project Term:

TASK	TERM (beginning and end dates of expected work period)



Chapter 5: Grant Administration Process

The grant administration guidelines herein are for general information and are subject to change.

Payment of Grant Funds.

Only those actual and direct project-related costs incurred during the approved term of the grant agreement and as specified in the grant agreement budget will be eligible for payment (see tables, Chapters 2 and 3). All costs must be supported by appropriate invoices, purchase orders, canceled warrants/checks, and other approved documents.

- **Easement Acquisition Grants:** Agricultural conservation easement and temporary fee title acquisition grant funds from the CFCP may be paid into an escrow account established with a title insurance company licensed by the California Department of Real Estate for recordation of the conservation easement or other document of conveyance. Prior to deposit of grant funds, all other funds necessary to complete the purchase must have been deposited in that escrow account, and the title insurance company must be able at close of escrow to insure title to the interest being recorded. In addition, CFCP grant funds may be made available on a reimbursement basis, provided all program requirements have been met
- **Policy/Planning and Land Improvement Grants:** Payments on policy/planning and land improvement grants will be made solely on a **reimbursement** basis as stipulated in a grant agreement detailing the work to be performed, timelines, and schedules of payment. Invoices must be accompanied by written progress reports as defined in grant agreement scope of work, and

other evidence of performance as required by the grant. Invoices may be submitted no more frequently than monthly. Allow up to six weeks for payment of accepted invoices. Pursuant to Section 1258 of the State Administrative Manual, ten percent (10%) of each progress payment may be withheld pending acceptance of the Final Report. The remaining balance due will be paid upon completion of the entire grant agreement and the acceptance of a Final Report.

Accounting of Grant Funds.

It is essential that complete and accurate records be maintained. Grant recipients must maintain an accounting and record keeping system that reflects sound fiscal controls and safeguards. The accounting information must be sufficient so that the total cost of the project can be readily determined and records readily available upon demand. Grant recipients must retain all grant transaction records for a period of three years after final payment is made by the State. (Note: This does not limit requirements for **permanent** record keeping of all easement, baseline reports, and monitoring-related documents.)



Proposition 12 Bond Funds

The Department of Finance will be conducting audits of the expenditure of funds in Proposition 12.

All grantees shall maintain books, records, documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds (including State funds, interest earned, and any matching funds by the grantee) and the total cost of the project.

Subcontractors. Grant recipients ("Grantees") may make use of their own staff and such subcontractor(s) as are mutually acceptable to the Grantee and the Department of Conservation (Department). All contracts between the grant recipient and subcontractors shall be subject to approval of the Department. In the event that a Grantee requests a change in subcontractor(s), and the change is acceptable to the Department, the change shall be formalized through either a grant amendment or written change order. All subcontractors are governed by and must adhere to all provisions of the grant agreement.

Competitive Bid Requirements.

When purchasing goods or services with funding provided by the CFCP, grant recipients must comply with the state's competitive bidding process if the subcontractor providing the good or service is not identified in the grant application. In the event a subcontractor is changed or added to those identified as subcontractors in the grant application, *grant recipients must solicit and receive at least three bids for the good or service.* Grant recipients shall purchase services from the lowest responsible bidder demonstrating the requisite expertise and experience, or pay the difference between the low bid and the one selected. This condition may be waived upon grant recipient certification that due to the unique nature of the service a sole source purchase is justified and the associated cost is reasonable.

Drug-Free Workplace

Certification. Pursuant to the requirements of Government Code Section 8355, successful project applicants that receive funding from the California Farmland Conservancy Program must sign a certification that a drug-free workplace will be provided.

Insurance. Grant recipients must obtain and keep in force for the term of the project (and require its subcontractors to obtain and keep in force) Worker's Compensation, commercial general liability, and automobile liability insurance policies compliant with specifications provided by the Department of Conservation. These policies shall cover any acts or omissions of the grant recipient or its employees engaged in the provision of service specified in the grant agreement.

Grant recipients shall name the State of California, its officers, agents, employees and servants as additional insured parties for all insurance required, and are responsible for guaranteeing that a copy of each Certificate of Insurance is submitted to the Department within thirty (30) days of grant signature.

Materials and Publicity. All materials designed under CFCP grant agreements shall include recognition of the CFCP grant, and are reviewed and approved by the Grant Manager prior to reproduction and/or distribution. CFCP requests that grantees coordinate with the Department of Conservation on any publicity surrounding a CFCP grant. *On easement projects, landowners' names may become public.*



CFCP Website Resources for GRANT RECIPIENTS

The CFCP website, **www.conservation.ca.gov/dlrp/cfcp**, provides a number of forms and sample documents in PDF and/or Microsoft Word 97 format. Documents available for download include:

- ◆ CFCP standard grant agreements (easement and planning/policy versions)
- ◆ Sample neighboring landowner notification
- ◆ CFCP invoicing procedures
- ◆ CFCP invoice forms
- ◆ Travel reimbursement rates
- ◆ Progress & Final report forms



California Farmland Conservancy Program

Website address: www.conservation.ca.gov/dlrp/cfcp

Email: cfcf@consvr.ca.gov

	Email address	Direct telephone line
Charles Tyson , Manager	ctyson@consvr.ca.gov	916-324-0862
<i>Staff</i>		
Robert Cacciari , Project Manager	rcacciari@consvr.ca.gov	916-324-0871
Catherine Caldwell , Lead Project Manager	ccaldwel@consvr.ca.gov	916-322-0194
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Cathy Keeling , Project Manager	ckeeling@consvr.ca.gov	916-322-1831
Deniz Tuncer , Project Manager	dtuncer@consvr.ca.gov	916-445-9408

The California Farmland Conservancy Program is administered by the **Department of Conservation's Division of Land Resource Protection**. The Division provides information to guide land-use planning decisions and programs that allow agricultural and open-space landowners to voluntarily protect their land.

Partner programs administered by the Division of Land Resource Protection include:

Williamson Act, Open Space Subvention Program, & Farmland Security Zones

Enable local governments to enter into voluntary contracts with private landowners, which restrict specific parcels of land to agricultural or related open space use. In return, landowners receive lower property tax assessments because they are based upon farming and open space uses as opposed to full market value. Local governments receive annual subvention of forgone property tax revenues from the State via the Open Space Subvention Program.

Resource Conservation District Assistance Program

Provides technical assistance and grants to California's 103 Resource Conservation Districts, to aid in their mission to develop a land stewardship ethic promoting long-term sustainability of the State's rich and diverse natural resources.

Farmland Mapping & Monitoring Program

Produces maps and statistics that assess urbanization and other impacts on California's agricultural land resources. Agricultural land is mapped according to soil quality and irrigation status. Maps are updated every two years with current land use information gathered from aerial photographs, a computer mapping system (GIS), public review and field reconnaissance.

www.conservation.ca.gov/dlrp